



NOTICE INVITING QUOTATIONS

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| File No. | NITT/F.No.022/RSV.EXP.31/2018-19/DAC/OTHERS | Date: | 14-12-2018 |
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To

Sealed quotations are invited from reputed Authorized Dealers / manufacturers for the supply of the Items.

Name of the Item : Grade card/Transcript/Rank certificate

Specification : (As per enclosed Schedule Annexure – I)

1. Quotation Reference No.: NITT/F.No.022/RSV.EXP.31/2018-19/DAC/OTHERS

2. Last date and Time for receipt of quotation : 21-12-2018 at 2.30 PM

3. Date & Time of opening of Quotation : 21-12-2018 at 3.00 PM

4. EMD Amount : Rs. 7500/-

5. Validity (Days) : 90 days

6. Address to which quotations are to be sent

The Director,

National Institute of Technology,

Tiruchirappalli – 620 015, Tamil Nadu, India

Kind attention to : Thiru. A. Sivarajan, Assistant Registrar

Phone : 0431-2503010

E-mail : sivar@nitt.edu

7. Quotations should be submitted in the format given in Annexure – I and Annexure-II

8. The envelope should contain the following details:

“QUOTATION AGAINST ENQUIRY (Name of the Item, File No.)

Kind attention to: Thiru. A. Sivarajan, Assistant Registrar

Last date and Time for receipt of quotation : 21-12-2018 at 2.30 PM

Terms and Condition

| | |
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| 1. | The quotation must be in the format furnished by NIT Tiruchirappalli and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Quotation written in pencil and incomplete will be rejected. |
| 2. | Earnest Money Deposit (EMD) is to be submitted by way of Demand Draft drawn on any Nationalized bank in India in favor of "The Director, NIT, Tiruchirappalli" payable at Trichy. The bids submitted without EMD will be treated as non-responsive and will be rejected. EMD shall bear no interest. Bidder must fill the EMD returning Form (Annexure-III) and submit along with the quotation. |
| 3. | You are invited to submit your most competitive quotation for the supply of goods according to the specifications and delivery terms as given. |
| 4. | Bidders may send the quotations in sealed covers with the quotation reference number and last date for receipt of quotations duly superscribed on the cover. Kind Attention to: as mentioned in the point No. 6 NB: Mention the company Contact Number / E-mail id on the cover. |
| 5. | Quotation will be opened on due date at 3.00 PM at the Store and Purchase Section, NIT, Tiruchirappalli in presence of the tenderers or their representatives who may wish to be present. (Any change in the date, time and venue of the quotation opening will be informed to the bidders through telephone / E-mail) |
| 6. | The National Institute of Technology, Tiruchirappalli reserves the right to accept or reject any quotations, and to cancel the bidding process, and reject all quotations at any time prior to the award of order without assigning any specific reason thereof. |
| 7. | Eligibility: Participation in this tender is by invitation/www.nitt.edu website. The firm must have domain expertise with regard to supply of grade card, mark sheets & rank certificate with appropriate security features. Unsolicited offers are liable to be ignored. However, suppliers who desire to participate in such enquires/ tenders in future may bring it to the notice of Stores and Purchase section of the institute and apply for vender registration as per procedure. For any details / clarifications regarding could be obtained, free of cost, from the National Institute of Technology, Tiruchirappalli on all working days during 10 AM to 5 PM. Note: To get registered as an approved vendor with the NIT, Tiruchirappalli, please visit www.nitt.edu for online application and its procedure to submit. |
| 8. | Please quote whether your organization is large scale industry or small scale industry. If you have NSIC Certificate, please attach it to the quotation. Mention your registration details |
| 9. | Manufacturer's name and country of origin of materials offered must be clearly specified. Printed brochures, Complete details and ISI specification if any must accompany the quotation. Make / brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately. |
| 10. | Samples must be submitted where specified along with the quotations. Samples must be carefully packed, sealed and labelled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted |
| 11. | Complete details and ISI specification if any must accompany the quotation. Make / brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately. |
| 12. | All supplies are subject to inspection and approval before acceptance. Manufacturer / supplier warranty certificates and manufacturer / Government approved lab test |

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| | certificate shall be furnished along with the supply, wherever applicable |
| 13. | National Institute of Technology, Tiruchirappalli reserves the right to modify the quantity specified in this enquiry. |
| 14. | <p>Bid Price</p> <p>a. The contract shall be for the full quantity Bidders must quote for entire quantity. Each bidder shall submit only one quotation in Indian Rupee only.</p> <p>b. List of reputed customers should be submitted, wherever applicable.</p> <p>c. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.</p> <p>d. All taxes, packing, forwarding and delivering other allied items at the destination shall be included in the price. All such price components may be shown in the quotation. If there is no indication regarding above charges. It will be considered as inclusive of all charges.</p> <p>e. In case of any discrepancy between unit price and total, the unit price shall prevail.</p> <p>f. In case the items in the enquiry are covered by any rate contract or any other state or central Government, it should be specified in your quotation and accepted contract rates should also be mentioned. It should be confirmed whether you could supply at the RC rates outside rate contract</p> <p>g. Quotations containing conditions like “subject to prior sale” may not be considered.</p> <p>h. Delivery period required for supplying the material should be invariably specified in the quotation</p> <p>i. Offer from Manufacturer / Authorized dealer / reputed contractor alone will be accepted.</p> |
| 15. | <p>Evaluation of quotations: Quotations will be evaluated item-wise or lump sum basis. The purchase committee will evaluate and compare the quotations determined to be substantially responsive i.e. (i) are properly signed; (ii) Conform to the terms & conditions and specifications; and (iii) price offered are competitive.</p> |
| 16. | <p>Award of contract</p> <p>a. The National Institute of Technology, Tiruchirappalli will award the Order for supply of Goods / Services to the bidder whose quotation has been determined to be substantially responsive, and who has offered the lowest evaluated quotation price.</p> <p>b. The Bidder should furnish the contract agreement and performance security within 15 days from the date of receipt of the order for supply of goods / services, failing which the order will be cancelled without further notice and awarded to next eligible bidder.</p> <p>c. Notwithstanding the above, National Institute of Technology, Tiruchirappalli reserves the right to accept or reject any quotations, and to cancel the bidding process, and reject all quotations at any time prior to the award of order without assigning any specific reason thereof.</p> <p>d. National Institute of Technology, Tiruchirappalli, prior to the expiration of the quotation validity period, will notify the bidder whose bid is accepted for the award of contract. The terms of accepted offer shall be incorporated in the purchase order.</p> |
| 17. | <p>Warranty: (As mentioned in Annexure-I) shall be applicable to the supplied goods and installation work. Bidder should clearly indicate the arrangements for support and maintenance during the period for which the warranty shall be in force.</p> |
| 18. | <p>Performance Security: The successful bidder need to submit performance security for an amount of Percentage <u>(As mentioned in Annexure –I)</u> of purchase order value either in the form of bank guarantee or crossed demand draft drawn on any Nationalized bank in India in favor of “The Director, NIT, Tiruchirappalli” payable at Trichy. The bank guarantee / Demand Draft will be returned to the supplier after 60 days from date of successful completion of supply, installation, and the warranty period.</p> |

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| 19. | Payment: 100% will be paid after safe and satisfactory supply of the items working/date of completion of service if the documents are in order. The bill should be raised in favor of “The Director, National Institute of Technology, Tiruchirappalli, Tamil Nadu, India.” with institute GST No. 33AAATN5491Q1ZZ.No advance will be provided to the supplier and installer. |
| 20. | GST: This institution has been included in the list of institutions approved for availing exemption from the payment of GST for research purchases under notification no. 45/2017 central tax – (rate), date: 14-11-2017 / notification no. 47 / 2017 integrated tax – (rate), dated: 14-11-2017 |
| 21. | Liquidity damages If the bidder / supplier, after accepting the Purchase Order or supply of Goods / Services, fails to deliver any or all of the Goods or to perform Services within the period(s) specified in the Order, The National Institute of Technology, Tiruchirappalli shall impose penalty without assigning any reasons to the bidder / supplier a sum equivalent to 0.50 % of the total cost as indicated in the Purchase Order (which will be deemed as agreed price) for each week or part thereof of delay until actual delivery or performance is completed and such penal charges shall be limited to a maximum of 5% of the agreed price. Once the maximum is reached The National Institute of Technology, Tiruchirappalli, may proceed on its own to consider the termination / cancellation of the Order and may inform the bidder about the cancellation of the said purchase order. unless extension is obtained in writing from the office / Department on valid ground before expiry of delivery period |
| 22. | If the deliveries are not maintained and due to that account Procuring Entity is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier |
| 23. | Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Tiruchirappalli only |

For any details / clarifications regarding could be obtained, Stores and Purchase Section from the National Institute of Technology, Tiruchirappalli on all working days during 10 AM to 5 PM.

For further detail kindly contact:

Thiru. A. Sivarajan, Assistant Registrar (Purchase initiator)

Contact No.: 0431-2503010, 0431-2503917

(NB: Mention the Contact Number / E-mail on the cover. Any change in the date, time and venue of the tender opening will be informed to the bidders through telephone / E-mail)

Enclosures:

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|---------------------------------|----------------|
| Specifications of the equipment | Annexure - I |
| Price Format | Annexure - II |
| EMD Return Format | Annexure – III |
| Bank Mandate Form | Annexure – IV |



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 620 015

Specifications of the Equipment

Ref:

Date:

| Sl. No. | Specification of NIT-T | Specification of the Supplier | Reasons (if there is difference in specification) |
|---------|--|-------------------------------|---|
| 1. | <p><u>Parchment paper (A4 Size)</u></p> <p>The proposed Security Features</p> <ol style="list-style-type: none"> 1. UV RED NEON EFFECT INVISIBLE INK PRINTING Signature or University Logo to be printed in Invisible Ink;not visible to the naked eye. 2. UV GREEN NEON EFFECT INVISIBLE INK PRINTING College Name or Patron Signature will be printed in Invisible Ink, not visible to the naked eye. This gives a better security to certificate, cannot be replicated. 3. GOLD FOIL - HOT STAMPING College Logo will be foiled in GOLD metallic Foil. 4. RAINBOW COLOUR WITH SPECIAL DESIGN Certificate will be printed in Rainbow effect with special security design, this cannot be replicated in a scanned this is also one type of security. 5. MICRO LINE University name will be created in micro letters as a set of lines of the design. 6. WATER MARK University logo to be created like artificial water mark in the centre of the mark sheet. 7. SCANNED LETTERS While making the security design in the centre of the certificate the name of the University will be printed in reverse type; also in oblique position in some places; it will give increased security effect for immediate counter check. 8. "COPY" HIDDEN WORD "COPY" Mark will be created as design in | | |

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| | <p>some part of the Certificate as A hidden security mark, while taking photo copy or Xerox the word "copy" will appear.</p> <p>9. SECURITY BORDER DESIGN High Resolution security border design will be provided in Certificates.</p> <p>10. MIRROR IMAGE LETTERS: College name will be printed in Mirror image format in the middle of the scanned copy.</p> <p>11. VOID: Back side of the certificate the VOID PENTOGRAPH will be printed as a security mark of the certificate, while taking Xerox the word VOID will be visible</p> <p>12. Q.R. CODE THE INSTITUTE URL WILL BE DEVELOPED AS QR CODE.</p> <p>13. MICR SERIAL NUMBER: SERIAL NUMBER OF THE CERTIFICATE WILL BE PRINTED BY MICRCHEQUE SERIAL NUMBERS.</p> <p><i>(Sample grade card, mark sheet and rank certificate can be viewed during official hours of NITT at Academic section)</i></p> | | |
| 2. | Installation | No | |
| 3. | Warranty (in Month) | Replacement of defective cards | |
| 4. | Comprehensive AMC Charge per year | -- | |
| 5. | Delivery Period (Weeks) | Four weeks | |
| 6. | Shipment terms | At NIT-T | |
| 7. | Performance Security in % | -- | |

Signature & Seal of Vendor with Date



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 620 015

Office of the Dean(Academic)

PRICE BID FORMAT FOR BIDDERS

Tender No. & Date :

Bidder's Offer No. & Date :

| S. No. | Description of item (All are A4 Size) | Unit (Set / No) | QTY | Rate / Qty in Rs. (excluding GST) | GST in Rs. | | | Total Value + GST in Rs. |
|--------|---|--------------------|--------|--|------------|------|------|-----------------------------------|
| | | | | | SGST | CGST | IGST | |
| 1. | i) Grade card | | 25,000 | | | | | |
| | ii) Transcript | | 7,000 | | | | | |
| | iii) Rank card | | 1,000 | | | | | |
| 2. | Packing & Forwarding charges (extra, if any) | | | | | | | |
| 3. | Freight & Transit insurance charges, extra, if any | | | | | | | |
| 4. | Total price (delivery, installation and commissioning at NIT-T) | | | | | | | |
| 5. | Value of Annual Maintenance Contract | | | | | | | |
| 6. | Net cost to be paid by NIT-T | | | | | | | |

Signature & Seal of Vendor

Note: The price bid should be submitted only as per the above format. No row shall be left blank. Please indicate NA, in case the item is "Not applicable". If this format is not used or any column is left blank, then the bid will be rejected.

(TO BE PRINTED IN LETTER PAD OF THE FIRM)

EMD Returning Form

To

The Director

National Institute of Technology,

Tiruchirappalli – 620 015

Sub: Returning EMD amount submitted for the Tender / Quotation.

Sir / Madam,

Our firm has participated in the tender / quotation enquiry No mentioned below and produced the EMD amount through DD, details of the DD are given below.

| | |
|---------------------------------|--|
| Tender / Quotation Reference No | |
| EMD amount | |
| DD Number | |
| DD issued Bank | |
| Date of DD | |

It is requested to return the EMD amount to our firm after completion of the purchase to the below mentioned Bank account.

| | |
|---------------------|--|
| Account Name | |
| Bank Account Number | |
| IFSC code | |
| Bank | |

Signature with Seal and Date

Annexure – IV

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

To

The Director,
National Institute of Technology,
Tiruchirappalli – 620 015, Tamil Nadu

| | | |
|-----|---|--|
| Sub | : | Authorization for release of payment / dues from National Institute of Technology, Tiruchirappalli through Electronic Fund Transfer/RTGS Transfer. |
|-----|---|--|

1. Name of the Party / Firm / Company / Institute :
2. Address of the Party :
3. City_____Pin Code_____
4. E-Mail_____Mobile No:_____
5. Permanent Account Number_____
6. Particulars of Bank:

| | | | |
|--|---------|--------------|-------------|
| Bank Name: | | Branch Name: | |
| PIN Code: | | Branch Code: | |
| IFS Code:(11 digit alpha numeric code) | | | |
| Account Type | Savings | Current | Cash Credit |
| Account Number: | | | |

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Director, National Institute of Technology Tiruchirappalli responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place:_____ Date: _____

Signature & Seal of the Authorized Signatory of the Party
